

Special Education Data Standards

Special Education Student Records Transfer

Infinite Campus Student Information System



Date: June 3rd, 2012

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Purpose

The purpose of the Special Education 2011-2012 Data Standards document is to give Kentucky schools and districts a set of guidelines for entering data into the student information system. This document provides a series of screen shots and an explanation of the data elements required for state and federal reporting needs. Data standardization is important to ensure consistency in the data across schools in districts and across districts throughout the state.

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Procedures for Releasing a Student from Services

The purpose of this document is to detail the procedures that should be followed when 1) a student is released from special education services when the ARC has determined the child no longer meets the eligibility requirements or the parent/child revokes consent for services OR 2) the student moves out of your district.

Student released from services (no longer eligible or consent revoked) and student remains in your district

- General | Enrollment Tab | Special Education section
 - Select the Special Ed Exit Reason
 - Enter the Special Ed Exit Date
 - Change the Special Ed Status to either Inactive or Eligible, Parents Refused, whichever is appropriate
- General | Transportation Tab
 - End date the Transportation of T5: Special Transported, if applicable
- Special Education | Documents Tab:
 - Unlock student's current IEP
 - Education Plan Editor - Change the IEP End Date to the date services ended
 - Enrollment Status Editor - Change the student Special Ed Status to Inactive or Eligible, Parents Refused, whichever is appropriate
 - Special Ed Service Editor – Change End Date for each service to the date services ended
 - Related Services Editor - Change End Date for each service to the date services ended
 - Lock IEP and save
- Special Education | Team Members Tab
 - End date each Team Member listed for student to the date services ended

Student moves from the district or otherwise withdraws

- General | Enrollment Tab | Special Education section
 - Select the Special Ed Exit Reason
 - Enter the Special Ed Exit Date
 - Change the Special Ed Status to either Inactive or Eligible, Parents Refused, whichever is appropriate
- General | Transportation Tab
 - End date the Transportation of T5: Special Transported, if applicable.
- Special Education | Team Members Tab
 - End date each Team Member listed for student to the date services ended

NOTE: When a student moves from the district or otherwise withdraws, the IEP should **NOT** be unlocked and end dated marked as *Inactive* on the **IEP | Enrollment Status** editor. This should NOT be done as it will cause a student who enrolls in another district and/or returns to your district not to have a current IEP on record.

Transfer of Student Special Education Records

PURPOSE: To provide instruction on transferring student special education records from one district to another using Infinite Campus.

Definitions

Former District	District in which student is transferring from; students previously enrolled district
New District	District in which student is transferring to; district student is enrolling

New District requests a student's records transfer

1. Student Information | Student Locator | Enter last name, first name and gender
2. Click Search

Name	State ID	Gender	Birth Date	%
Newton, Test2	2120359583	M	04/16/1995	100

3. Select appropriate student, if you hover over student's name, you will see the student's most recent enrollment in the state.
4. Enter required fields
 - a. **Last Name** will populate from student's previous enrollment
 - b. **First Name** will populate from student's previous enrollment
 - c. **Gender** will populate from student's previous enrollment
 - d. **Birth Date** will populate from student's previous enrollment
 - e. **Race/Ethnicity:** Select student's race from drop list
 - f. **Calendar** will default to School Year and School selected
 - g. **Schedule:** Select appropriate schedule
 - h. **Grade:** Select student's current grade
 - i. **Start Date:** Enter date student enrolls in your school (first day of attendance)
 - j. **Start Status:** Select R21: Transfer from a KY school outside of district
 - k. **Service Type:** Select appropriate Service Type from drop list
5. Save, Student Records Transfer, will show former district enrollment information
6. Click Submit Request

Student Records Transfer

Request a Records Release
This is a Records Release containing the student information, the requesting district/user and the releasing district/user.

Student: Enrollment Type: Primary

Last Name	Newton	First Name	Test2	Middle Name	
Gender	M	Birthdate	04/16/1995	SSN	
Grade	10	School	09-10 LYNN CAMP HIGH SCHOOL	Start Date	09/15/2009

Requesting District & User

District	301 Knox County	Name	System Administrator	Username	admin
Request Date	09/15/2009	Work Phone		Email	

Comments

Submit Request


Status will then appear on screen

Status: Waiting for former district to release records.

The new district's Process Inbox and the student's Records Transfer tab will both display a waiting status until the former district responds. During this time, the new district will not know what district the student previously attended.

Former District responds to the records request

Process Inbox will display a Request to release records

Process Inbox				
	Process	Step	Posted Date	Due Date
	Records Transfer	Request for you to release:		09/15/2009

1. Select the link

Records Transfer Reddy, Chris

Student: Enrollment Type: Primary

Last Name	Reddy	First Name	Chris	Middle Name	Michael
Gender	M	Birthdate	12/21/1992	SSN	
Grade	10	School	09-10 LYNN CAMP HIGH SCHOOL	Start Date	09/10/2009

Overlap [Edit \(08/04/2009-06/03/2010\) 09-10 Warren Central High Scho Grade: 11](#)

Requesting District & User

District	301 Knox County	Name	System Administrator	Username	admin
Request Date	09/10/2009	Work Phone		Email	

Comments
None.

Releasing District & User

District	571 Warren County	Name	System Administrator	Username	admin
Release Date	09/10/2009	Work Phone		Email	

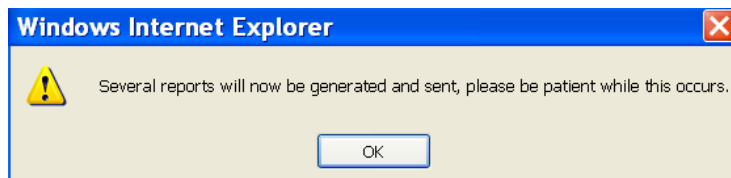
Comments

Release Records
Reject Request
Ignore Request

NOTE: The Overlap indicator only appears if a student's enrollment in his/her former district has not been ended. Overlaps can be resolved by selecting the Edit link. User will then be redirected to the student's enrollment tab.

Overlap Edit (08/04/2009-06/03/2010) 09-10 Warren Central High Scho Grade: 11

2. Click release records



3. Click OK

Once Process is complete, the available information that will transfer with the student will appear

Status: Records released to requesting district. Process Complete.

Transfer Documents

- Transcript
- Census Contact Summary
- Enrollment History
- Schedule
- Attendance Period Detail
- Assessment Summary
- Behavior Summary
- Health Condition Summary
- Health Screening Summary
- Health Immunization Summary
- IEP
- Special Ed Evaluation
- Special Ed Documents
- PLP
- PLP Documents

NOTE: The former district cannot preview or control which records are sent in the transfer. In addition, after a record is requested or released, it cannot be canceled.

New District receives released records from former district

New District will receive notice in Process Inbox 'Waiting'

Records transfers can be accessed in three areas of IC:

- Process Inbox
- Student Information | General | Student Records Transfer
- System Administration | Data Utilities | Student Records Transfer

NOTE: User group tool rights must be given to allow access to any of these areas.

New District Process Inbox

Process Inbox				
		Process	Step	Posted Date
		Records Transfer	Waiting: Newton, Test2 2120359583	09/15/2009

1. Select the link

Transfer Documents are PDF documents available for download, saving and/or printing. Data Imports are wizards that can be ran to transfer data directly from the former district database to the new district database.

Status: Records released.

Transfer Documents		Data imports
Transcript	IEP	Transcript Import Wizard
Census Contact Summary	Special Ed Evaluation	Enrollment History Import Wizard
Enrollment History	Special Ed Documents	Assessment Import Wizard
Schedule	PLP	Immunization Import Wizard
Attendance Period Detail	PLP Documents	Health Condition Import Wizard
Assessment Summary		IEP Import Wizard
Behavior Summary		Special Ed Evaluation Import Wizard
Health Condition Summary		Special Ed Documents Import Wizard
Health Screening Summary		
Health Immunization Summary		PLP Import Wizard
		PLP Documents Import Wizard
		KY State Reporting Import Wizard

NOTE: If an item has been crossed out such as ~~PLP Import Wizard~~ above, then the student's record did not contain this item in the former district.

NOTE: Be aware that running import wizards multiple times for a student can result in duplicate records.

Data imports relevant to Special Education:

Enrollment History Import Wizard This import wizard will allow user to select any previous enrollments for students that need to be imported into the new district database.

Enrollment History Fields

Calendar Name	End Status	
District Name	Grade	Start Date
End Comments	Service Type	Start Status
End Date	Start Comments	

KY State Reporting Import Wizard This import wizard will import student data elements from former district found on the Enrollment Tab |State Reporting Section and Special Ed Section into the new district database.

KY State Reporting Fields (relevant to SPED)

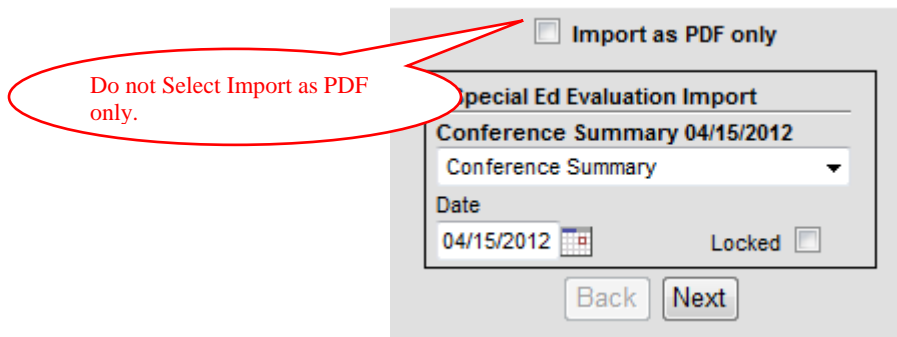
State Exclude	Special Ed Status	Date Eligible but Refused
Resident District	Primary Disability	Part C ID
Home Language	Secondary Disability	Special Ed Exit Status
Economic Indicator	Setting	Special Ed Exit Reason

NOTE: If former district marked student's Special Ed Status to Inactive before releasing records, this will need to be changed to Active in new district database student record.

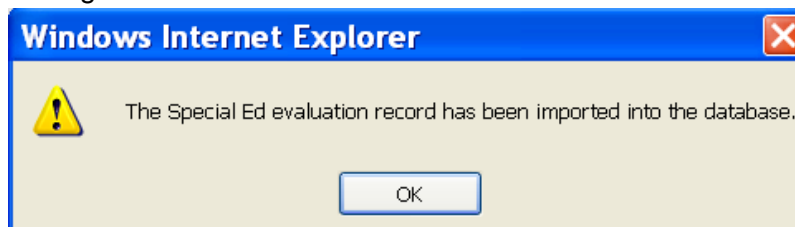
Special Ed Evaluation Import Wizard

NOTE: Currently there is an issue with the Special Ed Evaluation Import Wizard not importing in the Conference Summary. If the Conference Summary does not Import then you must import the Conference Summary as a PDF, then recreate the Conference Summary as a Editor based document so that you get the Evaluation Date, ARC Date, Eligibility Determination Date, and Primary Disability in the system.

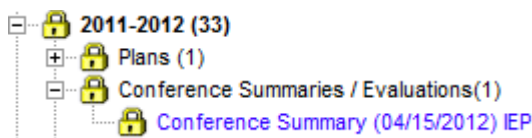
This import wizard will import the student's most recent 'locked' Conference Summary from the former district to the new district database. When complete, the Conference Summary will be available as an editor in the student record, Special Ed | Documents Tab.



- 1) Select the **Locked** indicator, if the Conference Summary needs to be imported as a locked evaluation
- 2) Click Next
- 3) Click OK on dialog box



- 4) Verify in student record that the Conference Summary is now available as an editor based document; also, **mark Evaluation Complete if Locked was not selected in previous screen.**



NOTE: If 'Import as PDF only' is selected, the document will be imported as a PDF, not as an editor based document.

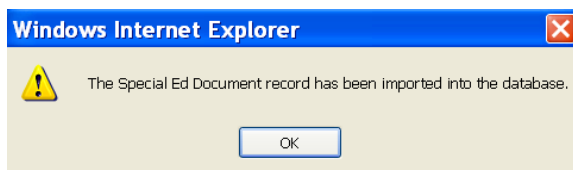
Special Ed Documents Import Wizard

This import wizard will import any special education FDF documents (non editor based) attached to the student's record from the former district to the new district database. When complete, the documents will be available as PDFs in the student record, Special Ed | Documents Tab.

NOTE: If former district student record has an 'unlocked' IEP at time of transfer records, the former district IEP will only be available here to import as a PDF document.

☐ Do not import the following document.
Name: Mild Mental Disability Eligib Archive ☒
☐ Do not import the following document.
Name: Test Archive ☒


- 1) Select any documents that do not need to be imported by selecting the 'Do not import the following document' indicator
- 2) Deselect **Archive** indicator if the document does not need to be archived when imported.
- 3) Save
- 4) Click 'OK' on dialog box



- 5) Verify in student record that requested documents are now available in student record.



NOTE: These documents will open outside the IC system into Adobe; therefore, no changes can be made to the document; user will have the ability to save to desktop or print.

 **IEP Import Wizard** This import wizard will import the student's most recent 'locked' KY IEP from the former district to the new district database. When complete, the KY IEP will be available as an editor in the student record, Special Ed | Documents Tab.

☐ Import as PDF only

IEP Plan Import

*Plan Type: 2009 KY-IEP 16+ 09/14/2009 - 09/13/2010

2009 KY-IEP 16+ ▼

Start Date: 09/14/2009 End Date: 09/13/2010 Locked ☐

IEP Services Import

☐ Do not import the following service.

*Service: Special Education Instruction ▼

Service Provider: ▼

Service Position: Speech Therapist Display on Print ☒

☐ Do not import the following service.

*Service: Interpreter Services ▼

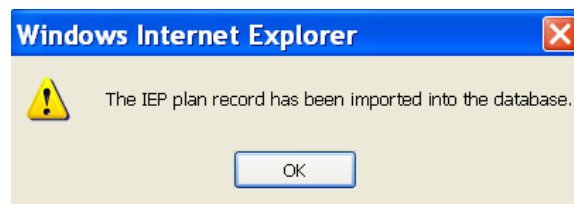
Service Provider: ▼

Service Position: Speech Therapist Display on Print ☒

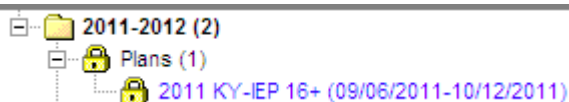
Back Next

Do not select Import as PDF only

- 1) Listed to import will be IEPs with Services and/or Related Services that are locked and attached to the student's former district record
- 2) Select the **Locked** indicator, if the KY IEP needs to be imported as a locked plan
- 3) Each **Service** must be mapped to a service within your district by selecting the appropriate from the drop list
- 4) Each **Position** can be mapped to a provider or position within you district by selecting the appropriate from the drop list
- 5) Click Next, IEP will be imported
- 6) Select OK



- 7) Verify in student record that the KY IEP is now available as an editor based document



- 8) Mark Plan Complete in the Education Plan editor if **Locked** was not selected in previous screen.